



CITY OF HOUSTON

Job Posting

TN Applications accepted from:	ALL PERSONS INTERESTED
Job Classification	FIELD SUPERVISOR
Posting Number	PN# 103238
Department	PUBLIC WORKS & ENGINEERING
Division	RIGHT-OF-WAY & FLEET MAINTNENANCE
Section	STORM SEWER – CONFINED SPACE ENTRY
Reporting Location	5500 McCarty
Workdays & Hours	M - Fri, 7:00 a.m. – 4:00 p.m. *
	* Subject to change

DESCRIPTION OF DUTIES

Organizes and assigns the work of work crews and monitors work in progress. Ensures that employees have adequate work supplies and properly functioning equipment in order to perform assigned tasks. Analyzes and resolves staff, equipment and operating problems. Reviews operation policies and procedures; recommends changes to increase efficiency; implements approved changes. Trains new employees. Sets up and maintains employee attendance records. Prepares periodic employee performance evaluations; reviews contents with the employee. Prepares periodic production reports as required and/or requested. Plans and conducts staff meetings; apprises staff of relevant occurrences and policy/procedures changes. Assists with daily operations tasks as needed; drives city vehicle. Oversees preventive maintenance of assigned vehicles, equipment and tools. Observes safety regulations and ensures that crews do the same.

ESSENTIAL FUNCTIONS/WORKING CONDITIONS

This position is routine requires lifting of moderately heavy items (up to 40 pounds) and/or very long periods of walking on rough surfaces.

MINIMUM EDUCATIONAL REQUIREMENTS

Basic knowledge of grammar, spelling, punctuation and simple mathematical functions like percentages, ratios, etc. as might normally be acquired through attainment of a high school diploma or a GED.

MINIMUM EXPERIENCE REQUIREMENTS

Four (4) years of progressively responsible experience in the maintenance field involving street repairs.

MINIMUM LICENSE REQUIREMENTS

Requires a valid Texas Class C driver's license and compliance with the City of Houston's policy on driving (AP2-2).

PREFERENCES

Preference will be given to applicants with Confined Space Entry Certification and supervisory experience.

SELECTION/SKILLS TESTS REQUIRED None

SAFETY IMPACT POSITION (X) Yes ()No

If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

SALARY INFORMATION

Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The minimum to midpoint of this salary range is:

<u>Salary Range - Pay Grade 17</u>	
\$992 - \$1,345 Biweekly	\$25,792 - \$34,970 Annually

OPENING DATE March 2, 2005

CLOSING DATE March 8, 2005

APPLICATION PROCEDURES

Original applications only are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker, 1st floor. Successful candidates will be notified of their application status. **All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.**

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